

Financial Management Team

Financial management team members typically include the city or town manager or administrator, finance director (if any), the school business manager, the accountant or auditor, treasurer, collector, and the day-to-day assessing department manager. Information technology should also be represented. Regardless of the frequency, financial management team meetings should be regularly scheduled, rather than ad hoc. Once every month often provides the most productive results. The team should have a chair who will emerge naturally from the existing government leadership structure.

Financial management team meetings open the lines of communication between and among finance officers. They allow for a discussion of overall operations as well as provide a forum to raise and resolve interdepartmental issues. Through regular meetings, all finance officers receive the same message at the same time. As important, they become more aware of how each office is dependent on the performance of other offices to ensure that checks and balances remain intact.

A meeting agenda can include updates on the progress of DOR submissions and on the status of projects conducted at the request of the selectmen, finance committee or school committee.

Meetings create opportunities to develop new ideas and to analyze the impact of upcoming fiscal events. Working together, financial team members can identify critical junctures and offer early strategies to deal with anticipated areas of concern. In every instance, finance officers can make sure that they are in agreement about goals, deadlines and each individual's role in the process.

The financial management team is not intended to function in a policy-making role. However, it can be advisory to boards and committees in a way that provides information for use in policy development and implementation.